

NEHA GHADGE

Bryn Mawr Suites, 5100 Lebanon Avenue, Apartment 407, Philadelphia, PA, USA 19131

(267)648-8659 Email nehaghadge5@gmail.com

EDUCATION

- **Master of Science in Organizational Development and Leadership**, Saint Joseph's University, Philadelphia ,PA (*December 2018*)
 - **Post Graduate Diploma in Human Resources Management**, IES Management College and Research Centre, Mumbai, India (*2010*)
 - **Bachelor of Engineering in Information Technology**, Mumbai University, India (*2007*)
-

HUMAN RESOURCES SKILLS AND TOOLS

Strategic Human Resource Planning

Employee Engagement

Training and Development

Performance Management

Talent Acquisition and New Hire Orientations

Compensation Management

Leadership Development

Human Resources Information Systems

PROFESSIONAL EXPERIENCE

Group Works Consulting LLC, Philadelphia, PA

February 2019- Present

Associate Consultant Organizational Development and Client Services

- Drafts and updates proposals for client works and conducts research for and about current and potential clients
- Assists in developing organization development assessments including, but not limited to, developing or implementing surveys and coordinating and conducting interviews and focus groups.
- Is responsible for psychometrics and analysis of organization development data.
- Assists in developing appropriate organization development interventions including developing power points, co - designing workshops and retreats, organizing agendas etc.
- Takes on an active role in managing the Coaching Leader Program operations
- Conducts and summarizes research in the social sciences
- Assists in research for continuous improvement in GroupWorks Consulting marketing and operations.
- May provide a leadership role for the work group through knowledge in specialization.
- Coordinates all relevant client services including communicating with clients and GroupWorks Contractors.

Group Works Consulting LLC, Philadelphia, PA

August 2018- December 2018

Organizational Development Intern

- Participated in the design and development of a series of leadership Development workshops and retreats.
- Conducted a comparison of competencies between ICF and Emotional Intelligence competencies
- Assisted in the Coaching Leader Program preparation, implementation and communication.
- Assisted in the creation of E-learning, coursework, and other methods of coaching and leadership learning and development.
- Participated in other OD initiatives and instrument design including qualitative and quantitative data analysis, report of findings preparation, and OD consulting project management

CARDONE INDUSTRIES, Philadelphia, PA

June 2018- August 2018

Organizational Development Intern

- Leadership Development-Designed and mapped the Lominger Competency Model for the Job Families and Job Roles for Cardone Industries and implementing effectively for talent acquisition, performance evaluation and developmental plans.

NEHA GHADGE

Bryn Mawr Suites, 5100 Lebanon Avenue, Apartment 407, Philadelphia, PA, USA 19131
(267)648-8659 Email nehaghadge5@gmail.com

- Strategic Data Analysis- Aligned the Hay Evaluation Method for the job descriptions and scale them based on the skills required for that specific job and role.

SAINT JOSEPH's UNIVERSITY, Philadelphia, PA

April 2017 –December 2018

Events and Conferencing Services- Graduate Student

- Assisted the Director of Events and Conferencing on Events Module Software Implementation on Web Portal for campus scheduling and campus calendaring activities.
- Created and managed database software and set up diagrams for scheduling events for all end users with specific timelines.
- Generated an accessible environment for all end users to view and request the campus resources easily through web portal.
- Weekly report generation for Facilities Management and allocation of set up to utility crew.
- Designed the manual for end users and for the staff members about the en-campus portal for easy accessibility.

RENEWSYS INDIA PRIVATE LIMITED, Mumbai, INDIA

September 2015 to December 2016

Assistant Manager - Human Resources

- Financial System Change Lead: Implemented of Centralized SAP Payroll Function effectively and independently for all locations for 550 employees (Mumbai, Bangalore & Hyderabad) at Head Office, Mumbai.
- Recruitment Lead: Handled the recruitment process and complete joining formalities and conducted training workshop on "Performance Management Process" and explained the processes in a detailed manner to managers and associates.
- Strategic Data Analysis: Identified training needs based on HR Data, designed solutions resulting in the annual training calendar. Engaged in benchmarking and best practices research and performed process assessments.
- Project Facilitator for multiple projects: Performed analysis of all jobs within the agency, rewriting job descriptions and creating a structure conducive to creative, innovative and collaborative environment. Consulted on business processes, change management, organizational development, and cultural issues and initiatives in support of business goals and needs.

CMI FPE LIMITED, Mumbai, INDIA

July 2014 to July 2015

Assistant Manager - Human Resources

- Recruitment Lead: Handled recruitment process and completing joining formalities of five employees on monthly basis.
- Employee Engagement: Conducted fifteen employee engagement activity programs for employees' in six months.
- Problem Solving: Conducted organizational internal and external surveys to better understand the environment, the industry, and the culture of the organization, created new programs and began a strategic plan to change corporate culture
- Strategic Data Analysis: Prepared salary survey and recommended current industry wages per job in order to enhance and maintain talent and competitive advantage.
- Training Needs Assessment: Identified Training needs based on reports of performance management process and prepared a training calendar for the financial year. Co-ordinated and scheduled the Trainings as per the CMI guidelines Training Calendar and study the training evaluation and training effectiveness.

NEHA GHADGE

Bryn Mawr Suites, 5100 Lebanon Avenue, Apartment 407, Philadelphia, PA, USA 19131

VEDANT DYESTUFFS INTERMEDIATES PRIVATE LIMITED, Mumbai, INDIA

November 2010 to June 2014

Assistant Manager-Human Resources & Information Technology

- Strategic Data Analysis: Created training modules as needed for process improvements. . Provided training to shop floor workforce and staff employees about the welfare benefits and regularly updated statutory compliance related issues viz. Contract Labor, ESIC, PF, Gratuity.
- Facilitator/Instructor for Performance Management: Strategically aligned leadership development program with organizational objectives of head of the departments. Reviews are conducted on mid yearly and annually as per timelines mentioned in the PMP schedule and managers mentioned key developmental needs as they play a vital aspect in career development workshops for 100 employees.
- Talent Management: Coached five developing leaders at all levels (executives, administrative assistants) resulting in each participant creating a development plan with measurable targets. Collaborated with internal HR consultant to strategically align development programs with performance appraisals and other HR systems.
- Recruitment and Handover Procedures: Handled recruitment from start to end including follow up with placement services as well as for Campus Recruitment Placement Coordinator and provided training on importance of job profile of different positions in various departments. Analysis of employee separation and exit interviews and mitigation.
- Solution Development: Execution Of CSR Project from December 2013: starting of a Balwadi class for 30 children with the help of continuous co-ordination and follow up with NGO Trust. Co-ordinated with IT outsourcing firm to provide the assistance required to internal customers and completed the needs as required within stipulated time.

MEMBERSHIP

- Lifetime Member of National Institute of Personal Management
- Society for Human Resource Management

ACHIEVEMENT

- Scholarship Award Winner for 2018- Graduate Student at Chester County Human Resources Association, Philadelphia.